

# POULSHOT PARISH COUNCIL

Cllr Mike Davis (Chair)  
Cllr Liz Bissett (Vice-Chair)  
Cllr Claire Church  
Cllr Tim Hues  
Cllr Nina Jeffries  
Cllr Chris Dyke  
Cllr Dan Scott

8<sup>th</sup> May 2023

Dear Councillor,

## **Annual Meeting of Poulshot Parish Council**

You are summoned to attend the Annual Meeting of Poulshot Parish Council on Tuesday 14th May 2024 at 7.30 pm in the Village Hall.

The Press and Public are welcome to attend this meeting. Questions and statements will be taken from members of the public for 15 minutes at 7.30 pm, if required, prior to the start of the meeting, in accordance with the Parish Council's Standing Order No 3.

Yours sincerely

A handwritten signature in cursive script that reads "Jeannette Young". The signature is written in black ink and is positioned above the printed name and title.

Jeannette Young  
Parish Clerk

POULSHOT PARISH COUNCIL  
ANNUAL COUNCIL MEETING TO BE HELD IN  
THE VILLAGE HALL  
ON TUESDAY 14<sup>TH</sup> MAY 2024 AT 7.30 PM

The Press and Members of the Public are welcome to attend.

The Openness of Local Government Bodies Regulations 2014 permits the audio and visual recording and photography of the Council and Committee meetings by the general public and/or media. It would be appreciated if persons wishing to take photographs or to record a meeting, were, wherever possible, notified to the Chairman or Clerk before the meeting concerned.

**Public Participation-**

To hear public comments / questions. No decisions or arrangements will be made in this section. You will be allowed a maximum of 3 minutes. Maximum of 15 minutes allowed in total, in accordance with Standing Order No 3.

**AGENDA**

**1. Chairman for Ensuing Year**

The outgoing Chairman will ask for the nomination for the Office of Chairman for 2024/25.

The Chairman will put the nominations to the meeting, members will vote and the Chairman will declare the result.

The newly elected Chairman will subscribe the Statutory Declaration of Acceptance of Office, which will be countersigned by the Parish Clerk

**2. Vice Chairman**

The Chairman will ask for the nomination for Vice Chairman for 2024/25.

The Chairman will put the nominations to the meeting, members will vote and the Chairman will declare the result.

The newly elected Chairman will subscribe the Statutory Declaration of Office which the Parish Clerk will countersign.

**3. Apologies**

**4. Declarations of Interest**

To receive any declaration of interest by a member in relation to matters to be considered at this meeting as required by the Code of Conduct.

## 5. Minutes

To confirm as a true record the Minutes of the Extraordinary meeting of the Parish Council held on 18<sup>th</sup> March 2024. The attachments will form part of the main minutes but will not, be redistributed with this Agenda.

## 6. Chairmans Announcements

- Thank you to all who attended the Parish Annual Meeting.

## 7. Police Report

Rural report attached from March 2024

## 8. Planning Applications

Application No: PL/2024/03380 - [Planning Application: PL/2024/03380 \(wiltshire.gov.uk\)](#)

Application Type: *Householder planning permission*

Proposal: *New single storey extension to the rear of the property and side store. Internal alterations. Replacement of flat roof material*

Site Address: 36 Mill Lane, Poulshot, Devizes, SN10 1SA

*An extension of time has been granted for comments within two days following the meeting on 14 May 2024.*

Application No: PL/2024/03648 - [Planning Application: PL/2024/03648 \(wiltshire.gov.uk\)](#)

Application Type: *Notification of proposed works to trees in a conservation area*

Proposal: *T1 - Crab Apple tree - fell T2 - Hawthorn tree - fell*

Site Address: Lowena, 27 Poulshot Road, Poulshot, Devizes, Sn10 1rj Comments to be received by 9<sup>th</sup> May 2024, decision date 28<sup>th</sup> May 2024

Application No: PL/2024/03392 - [Planning Application: PL/2024/03392 \(wiltshire.gov.uk\)](#)

Site Location: Moat House, 14 The Green, Poulshot, Devizes, Sn10 1rt

Proposal: *T1 Ash Tree - Remove/dismantle to ground level. T2 Horse Chestnut - 30% overall crown reduction. T3 Beech Tree - 1.5 metre tip reduction to overextending branches only. T4 Leylandii and Lawson Cypress - Fell. Comments to be received by 1<sup>st</sup> May 2024, decision date 20<sup>th</sup> May 2024*

Application No: PL/2024/03712 -

Application Type: *Householder planning permission*

Site Address: 18 Mill Lane, Poulshot, Devizes, SN10 1SA

Proposal: *Removal of existing tree and construction of new single storey side extension with internal alterations. Comments to be received by 27<sup>th</sup> May 2024*

Application No: PL/2024/03988 - [Planning Application: PL/2024/03988 \(wiltshire.gov.uk\)](#)

Application Type: *Notification of proposed works to trees in a conservation area*

Proposal: *Oak tree - fell*

Site Address: Taylor House, Barley Hill Lane, Poulshot, Devizes, Sn10 1rs  
Comments to be received by 21<sup>st</sup> May 2024

Application No: PL/2024/03804 - [Planning Application: PL/2024/03804 \(wiltshire.gov.uk\)](https://www.wiltshire.gov.uk)

Application Type: Consent to display an advertisement

Proposal: Advertising sign to direct public to Aubreys Yard, Poulshot

Site Address: Corner of Devizes Road, Caen Hill, Devizes. Comments to be received by 31st May 2024

#### **9. Update from Wiltshire Councillor**

To receive a verbal update from Cllr Tamara Reay

#### **10. Improvement of Financial Risk Assessment- attached:**

Members to resolve to approve the attached Financial Risk Assessment.

#### **11. Start Time for Full Council Meetings**

Members to RESOLVE that the start time for all Full Council meetings is 7.30pm and this time to be confirmed in the adopted Standing Orders.

#### **12. Sealing of Documents**

It is now a legal requirement that a formal Resolution is made to authorise the sealing and execution of legal documents deeds. Members are therefore requested to **resolve** as follows:

That the elected Chairman and the elected Vice Chairman (or in their absence any Councillor serving on the Finance and Audit working group) be authorised to execute legal documents on behalf of Poulshot Parish Council during the 2024/25 Municipal Year.

#### **13. Record of attendance**

Members to receive the Record of Attendance of Parish Councillors at meetings during 2023/24.

Attendance Year 23-24									
Date of meeting	Type of meeting	Cllr Bissett	Cllr Church	Cllr Davis	Cllr Hues	Cllr Scott	Cllr Jefferies	Cllr Nichols S of O ended 16-1-24	Cllr Dyke S of O commenced 21-3-24
02/05/2023	Annual Parish		apologies		apologies			Apologies	
09/05/2023	Annual Meeting	attended	attended	attended	attended	attended	attended	apologies	
25/07/2023	General Meeting	attended	attended	attended	attended	attended	apologies	attended	
19/09/2023	General Meeting	apologies	attended	attended	attended	attended	attended	apologies	
07/11/2023	General Meeting	attended	attended	attended	attended	apologies	apologies	apologies	
16/01/2024	General Meeting	attended	attended	attended	attended	apologies	attended	apologies	
05/03/2024	General Meeting	attended	attended	attended	attended	apologies	attended		attended
18/03/2024	Extraordinary	apologies	attended	attended	attended	attended	apologies		attended

#### 14. Calendar of meetings

Members to **consider and RESOLVE to APPROVE** calendar of meetings for the Municipal Year 2024/25.

Day	Date	Month	Year	Type of Meeting
Tuesday	9th	July	2024	Normal
Tuesday	10th	September	2024	Normal
Tuesday	12p <sup>th</sup>	November	2024	Normal, Budget setting
Tuesday	14th	January	2025	Normal, Precept
Tuesday	11th	March	2025	Normal
Tuesday	13th	May	2025	Annual Council Meeting. Election of Chairs
Tuesday	6th	May	2025	Parish Annual Meeting (non Council meeting)

#### 15. Grants- Applications

- 15.1 Grant application attached for D Day 80 Celebrations on 6<sup>th</sup> June 2024.  
 Funding requested £200; for Hire of Loo £100, Sausages for 100 £60, Buns etc £40  
 Score = 16/21

- 15.2** Grant application attached for provision of headsets for a Silent Disco to be held on the evening of 29<sup>th</sup> June 2024. Funding requested £300.  
Score = 16/21

**16. Auberys Yard**

Request from Ashford Homes – ‘As the site draws to a close, we will shortly need to install street signs which are in Wiltshire Council’s standard format (white sign with black lettering on metal posts). To ensure visibility to delivery drivers, they would probably be best placed either side of the bellmouth directly off Poulshot Road, but clearly this is village green land owned by PPC. Would this be acceptable? Our site team would be happy to agree their exact position with you on site

**17. Openreach- plan**

As per the walk-through with councillors attached is the plan of works for discussion and decision.

**18. Working Group Notes**

Draft notes attached from meeting held on 23<sup>rd</sup> of April 2024 via Zoom

18.1 Update from Cllr Bisset on the attached map and grant application following contact with the lead on community tree planting grants at Wiltshire Council;-

*The site is approximately 0.5 ha in size. To hedge along the access route and around three sides of the field is just over 300m. This would be eligible for funding with the Trees for Climate grant and could be planted with trees spaced at intervals along the hedgerow. Having spoken to a colleague about the Coronation Living Heritage Orchard fund, I think it will make more sense to opt for the Trees for Climate grant and apply for everything under one grant. There is also more guarantee that you will receive the full application amount with Trees for Climate.*

*The Trees for Climate grant would require a minimum of 25 trees but these could be orchard trees and or individual trees around the site which you may wish to consider for shading around the play park and for increasing wildlife on site.*

**19. LHFIFG meeting Wednesday 17<sup>th</sup> April 2024**

Verbal update from Cllr Church regarding Broadway Lane

**20. Grass Cutting –**

Grass cutting of the green in March was not covered by either old or new contract dates, therefore Members need to approve payment of the one off invoice at the new rate of £168.25 ex vat

**21. Financial Expenditure.**

To consider and to approve the attached expenditure report. To follow

## **22. Finance Report and Bank Balances.**

To receive and note the attached report. To follow

## **23. Internal Audit Report – attached.**

Members are requested to RECEIVE and NOTE the attached Annual Internal Audit Report from Mulberry & Co, which was completed following their remote audit on 19<sup>th</sup> April 2024, together with the completed Annual Internal Audit Report (AIAR) (page 3) of the Annual Governance and Accountability Return (AGAR). The attached report justifies the completion of Section 1 of the AGAR, the Annual Governance Statement and Section 2, the Accounting Statement and recommends approval of the AGAR for signature.

## **24. Annual Governance and Accountability Return (AGAR) 2023 – 2024 Form 2**

Members are requested to NOTE that Poulshot Parish Council will be claiming exemption from a limited assurance review as an authority that meets the specified criteria. This Form 2, Certificate of Exemption, is submitted to the nationally appointed External auditor (PKF Littlejohn LLP) and will be carried out remotely by means of a document called an Annual Governance and Accountability Return (AGAR).

### **24.1 Annual Governance Statement 2023/24 (AGAR-Section 1)**

Members are required to **RESOLVE to APPROVE** the attached Annual Governance Statement 2023/24 as detailed in Section 1 of the AGAR (see attached). This document must be signed by the Chairman or, in his absence, must be signed and dated by the appointed Chairman of the meeting, together with the Parish Clerk. The Minute reference is to be entered.

### **24.2 Year End Accounts 2023/24**

Members are requested to RESOLVE to APPROVE the attached Year End Accounts, 31 March 2024

### **24.3 Accounting Statements - AGAR Section 2**

Members are requested to **RESOLVE to APPROVE** the attached Accounting Statements 2023/24 as detailed in Section 2 of the AGAR (see attached). This document has previously been signed and dated by the RFO and must also be signed and dated by the Chairman, or in his absence, must be signed by the appointed Chairman of the meeting.

### **24.4 Exercise of Public Rights - Inspection of Accounts**

To note the following dates for the Exercise of Public Rights  
Commencing on Monday 3 June 2024  
and ending on Friday 12 July 2024

**25. Payments by Direct Debit/Standing Order**

Members are required to RESOLVE to APPROVE the attached list of payments made by Direct Debit and /or Standing Order. To follow

**26. Payments by BACS/Bank Transfer**

Members are required to RESOLVE to APPROVE the payment of all invoices by BACS or Bank Transfer, where possible.

**27. Salary Payment by BACS**

Members are required to RESOLVE to APPROVE the payment of monthly salary by BACS, with overtime and expenses paid a month in arrears.

**28. Confidential**

Exclusion of Press and Public It is recommended that under section 100 (A) (4) of the Local Government Act 1972, the press and public be excluded from the meeting for the following items of business on the grounds that they involve the likely disclosure of exempt information as described in Part 1 of Schedule 12 (A) of the act, and the public interest in maintaining the exemption outweighs the public interest in disclosing the information.

Any terms proposed or to be proposed by or to the authority in the course of negotiations for a contract for the acquisition or disposal of property. And Any instruction to counsel and any advice received, information obtained or action to be taken in connection with - (a) any legal proceedings by or against the authority,	Public excluded from the meeting to enable consideration of the reports and proposals	Publicity in relation to the proposals could prejudice sensitive negotiations by the Council in making its decisions.
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**29. Play Area**

To further consider proposals regarding the future of the Play Area